



### Job Description

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Job Title: Judge's Personal Assistant  
Grade: M  
Salary Range: CI\$39,732 – CI\$53,436 per annum  
Reports To: Puisne Judge(s) and Court Administrator  
Cost Centre: 0201

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#### **1. Job Purpose:-**

The Judge's Personal Assistant will provide a high-level of effective and efficient support. The role has all the specialities of the traditional PA role with the additional responsibility of being the primary channel of communication between the Judges(s) and those involved in matters assigned to the Judge, both practitioners and the wider public.

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#### **2. Dimensions (2013):-**

As Personal Assistant, the post holder is expected to:

- (a) Research, draft and disseminate a large number of pieces of written correspondence by e-mail, letter, memo etc. in excess of 50 per day
  - (b) Accurately drafting minutes of orders made by a court ensuring that the minute accurately and precisely reflects the court order 50 – 100 per month
  - (c) Research and prepare notes on relatively simple legal questions including decisions of other courts in this and other jurisdictions. As requested/required
  - (d) Transcribing records of hearing or deliberations from recorded or handwritten sources. 100 – 200 pages per month
  - (e) Preparing Judgments, Reasons and Rulings from recorded or dictated material  
40 – 50 per year average 40 pages each (at times, substantially in excess of this length).
  - (f) Arrange travel itineraries for attendance at conferences etc. 2 times per annum
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### 3. Principal Accountabilities

#### 1. Office Management/Administration – 60%

- Manage the Judge's fast changing diary, coordinating the daily schedules and managing the conflicting demands on the Judge's time. This requires the post holder to anticipate needs, offer practical solutions and have excellent organizational and self-management skills. 10%
- Being the primary liaison between the Judge(s), attorneys, the wider public and others within judicial administration in relation to hearings in Chambers or Court or other business allocated to the Judge(s); 15%
- Organise and prepare for all hearings in which the Judge is involved including confirmation of venue, preparation of all relevant documents (including updating of Court bundles and arranging for collection by attorney's office), recording and production of notes and/or minutes of orders and dissemination to those affected as required. 15%
- Ensure that all files are prepared for the Judge in advance of the hearing and contain all the necessary information; where important information is missing, contact other parts of judicial administration or the parties to seek to have that information available; 5%
- When cases are to be considered in the Judge's Chambers, managing the reception and flow of counsel and clients into Chambers and responding to queries of the counsel and clients in relation to the hearing; 5%
- Manage the office in respect to the Judge's Chambers e.g. management of visitors to the Judge's Chamber, inventory of office supplies, coordinate simple maintenance matters. 2%
- Ensure that the legal resources available to the Judge are up to date and accessible especially the Law and Regulations and the judgments handed down by other Judges; 8%

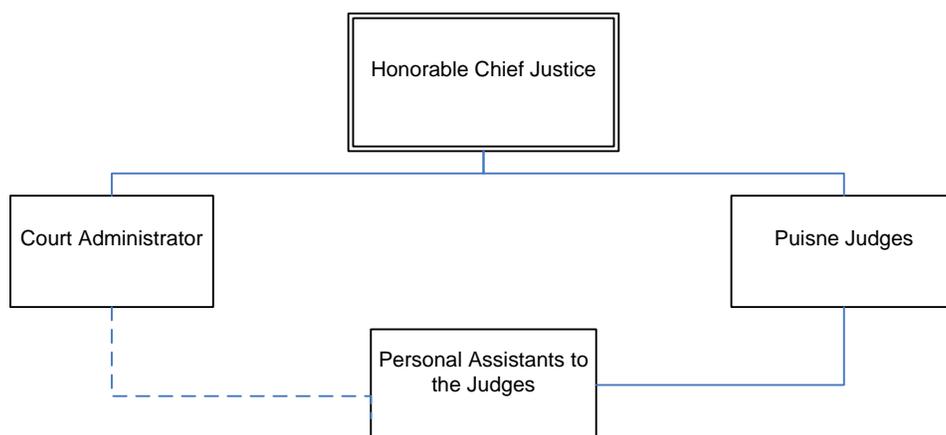
#### 2. Communication/Correspondence – 40 %

- Respond to correspondence (e-mail, letter etc.) by researching, drafting and producing responses in accordance with set guidelines (including from notes and verbal directions from the Judge), policies and procedures, ensuring that all correspondence is documented appropriately and easily retrieved. 12%
- Receive, screen and respond appropriately (including providing re-direction to relevant Departments) to all incoming telephone calls from internal and external stakeholders; 2%
- Review and edit draft documents prepared by parties and make corrections as necessary prior to obtaining Judge's signature. 5%
- Manage and organize relevant correspondence both local and overseas, ensuring that all correspondence and documents are stored in the appropriate electronic file and that those files are archived on a regular basis. 2%
- Manage the flow of classified material entering and leaving the Judge's office. 2%
- Transcribe accurately and speedily Judge's notes, Rulings, Decisions, Judgments and minutes of order; these are critical documents recording the decision of the court. Ensure that they are stored correctly (electronically and on paper file) and disseminated in accordance with agreed protocols 12%

- Summations/Charges to the Jury – transcribe from the Judge’s recording or handwritten notes, documents up to 100 pages in length. 5%

3. Any other duties that may be assigned by the Judge(s) or Senior Management

#### 4. Organisational Chart (as relevant to these posts)



#### 5. Background Information

The Chief Justice is the Head of the Judiciary and is responsible for all matters in Judicature. Judges dispense justice in a very wide range of civil and criminal matters. The Judicial Administration provides the support necessary to ensure that justice is dispensed fairly and speedily and that orders of the court are communicated to all affected by them and, where appropriate, enforced.

The Judge’s Personal Assistant is a key part of the support for a Judge. In the interests of impartiality, full disclosure and the balance required for justice to be seen to be done, all communication with a Judge must be through the PA. Working closely with the Judge and with the Chief Officer, the PA provides full administrative and secretarial support to the Judge to facilitate the achievement of all the objectives of his/her office.

The administration of a Judge’s Chamber entails full support of the Judge in execution of chambers hearings, open court hearings or trials; it is a complex and administrative task that requires a strong level of maturity and confidentiality. Often the most significant contact between the court and the professionals or lay people involved in proceedings is the PA who plays a critical role in providing high quality ‘customer service’ and in promoting by example the efficiency of the judiciary and of the court system.

## 6. Knowledge, Experience and Skills

### The post holder must possess:-

- An Associate's Degree or equivalent and a minimum of 3 years relevant experience  
**OR**  
Secretarial Certificate/Diploma plus a minimum of five years office/secretarial and administrative experience
- Good judgment, be a reliable team player, show resilience and be able to consistently deliver what is required to a high standard.
- Excellent planning, coordination, organizational and problem solving skills and display acute attention to detail, quality and accuracy.
- The ability to work effectively and reliably under pressure, either alone or as a member of a team, and within tight and often overlapping deadlines.
- Strong time management skills and the ability to prioritise and multi-task.
- Sound working knowledge of the justice system, structures and protocols, especially with those procedures relevant to the categories of case to be dealt with by the Judge (for the full time Judges that includes the full range of civil (including Family) and criminal work; for the part time Judges, that requires knowledge of civil procedures relating to the work of the Financial Services Division);
- The ability to exercise diplomacy in relation to working with the judiciary, practitioners, senior Government officials and the wider public.
- Willingness and ability to be flexible and take on new tasks as required.
- A high degree of commitment.
- Excellent interpersonal, liaison, communication and negotiation skills (both verbal and written).
- The highest level of confidentiality in handling and recording documents, as well as being tactful and discreet.
- A high level of proficiency in Microsoft Office
- Strong knowledge and understanding of Latin terms used in legal correspondence or ability to acquire that within a short space of time.
- Strong knowledge of English Grammar with an equally excellent ability to write, comprehend and edit documents
- Copy and audio typing speeds of at least 60-70 wpm with a 95% accuracy

## 7. Assignment and Planning of work

The post holder will be expected to work independently and to prioritise work to meet tight and often conflicting deadlines as set by the Judge or by the law. Whilst formally accountable to the Court Administrator (who is the Chief Officer), the post holder works closely with the Judge(s) to which he/she is assigned and it is the Judge who generates the work. Work is also generated for the post-holder through the Court – either directly from the Chief Justice, other Grand Court Judges, Magistrates, the Court Administrator, the Clerk of Courts, the Registrar of the Court of Appeals and the Financial Services Division, the Listing Officer, Attorneys, Crown Counsel from the Solicitor's or Attorney General's Office and officers of the Child and Family Services Department.

There are often urgent tasks with regular interruptions and the post-holder must decide throughout the day which particular tasks should take priority. All deadlines, demands and expectations must be met in a timely manner.

#### **8. Supervision of others:-**

There is no direct supervision of others; however, the Court Marshals often receive directions from the Judge's PA in relation to the assignment of court rooms.

#### **9. Other Working Relationships:-**

As the interface between the Judge and the parties to proceedings, it is essential for the post-holder to establish effective working relationships with individuals at varying levels.

The post holder has to communicate on a regular basis with:

- a) The Attorney General's Office
  - b) The Solicitor General's Office
  - c) The Governor's Office
  - d) Attorneys at law and their staff
  - e) Department for Children and Family Services
  - f) Liaison with other judges, magistrates
  - g) Liaison with Listing Officer, Chief Marshal/Bailiff and individual Marshals and bailiffs
  - h) Court Administrator, Clerk of Courts, Deputy Clerks of Court
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#### **10. Decision Making Authority and Controls**

The Post holder responds to a wide range of issues on behalf of the Judge. Important decisions are made by the Judge but the method and effectiveness of communication are the responsibility of the PA. As delegated by the Judge, the PA will make decisions on matters relating to the management of the Judge's list and diary and on the provision of information necessary for the court to make a decision or for that decision to be communicated. The post holder will plan and prioritize their own work and is authorized to sign off on correspondence etc. on behalf of the Judge on his/her instruction. The post holder will issue requests for information, reports, etc. on behalf of the Judge as instructed and receive information on his/her behalf.

#### **11. Problem/Key Features**

The post holder must be flexible and able to respond quickly to the needs of the Judge.

The post holder must deal with members of the public, practitioners and the wider public on sensitive and confidential subjects whilst maintaining complete neutrality. Those being communicated with are often challenging and the post holder must be able to remain calm and professional at all times.

The post holder may frequently be required to work outside of normal working hours, sometimes at short notice.

## 12. Working Conditions

### Physical Demands

The post holder will spend long hours sitting and using computers and other office equipment.. The Secretary may also have to do some light lifting of supplies and court bundles/ documents from time to time.

### Environmental Conditions

The post holder may have to manage a number of assignments at a time, and may be interrupted frequently to meet the needs and requests of counsel and clients. The environment can be busy, noisy and the post holder will need excellent organizational and time and stress management skills to complete the required tasks.

The post holder will be assigned to a work station in a normal office environment and is expected to go between several court building (e.g. .Kirk House and main Court House) in carrying out their duties. The buildings provide poor personal security often requiring staff to move through common circulation areas shared by the public. In addition, it will be known that the post holder will have access to information that is confidential and, at times, highly sensitive and care will need to be taken in developing relationships outside the office to ensure that security is not compromised.

### Mental Demands

The post holder will have to manage a number of requests and situations simultaneously and the need to complete tasks within tight deadlines may be stressful as times. The post holder will often know information (such as the outcome of a case) of critical importance to the parties but which they must not disclose to the parties. The post holder must be able to retain that information (even under pressure from parties) until it is formally released.

Signatures:	Date:
Head of Department:	
Job Holder:	